



Human Resources

Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: employment@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

Infant Toddler Teacher

Division: Early Childhood Services
Department: Early Head Start
Supervisor: Site Manager
FLSA Status: Non-Exempt - Union

Qualifications:

1. Child Development Associate (CDA) credential required. An Associate Degree in Early Childhood Education/Child Development or equivalent coursework, preferred, per the Head Start Act. Head Start experience preferred.
2. One year experience working with preschool children and parents preferred.
3. Must be able to meet physical demands of the job.
4. Valid Michigan Driver's License and reliable transportation required.

Job Mission:

To provide a quality educational experience for children of the Head Start Program which includes children with disabilities. Prepares the children and families of the program by meeting program goals, including family, health and school readiness. Meets individual needs of children and families. Performs duties as assigned, in accordance with the Health and Human Services, Administration for Families and State of Michigan licensing requirements.

Performance Standards:

1. Provides children with developmental experiences in approaches to learning, social emotional, language and literacy, cognitive and perceptual, motor and physical development. In an environment of multi-cultural experiences through daily lesson plans and classroom activities.
2. Maintains constant active supervision with all children in the classroom.
3. Administers standardized screening to identify the needs of the children and make appropriate referrals and follow-up of children as needed, which includes children with special needs.
4. Maintain documentation as required – i.e., Lesson Plans, Individual Education Plans (IEP), Child Observation Record (COR).
5. Carry out all other duties as assigned by supervisor.

Hours & Wage

\$12.74 per hour (minimum)
40 hours per week; 52 weeks per year

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

Job Title: Infant Toddler Teacher

Division: Early Childhood

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	1.5	This position varies daily, driving to multiple sites and several floors.
Stand	2.5	Picking up of children, supplies
Walk	2.5	Interactions with children, families and staff on a daily basis.
Bend/Stoop	1.5	

Movements	Yes/No	Comments
Crawl	Yes	in classroom/activities with children and parents
Reach above	Yes	to get books/binders/supplies
Crouch	Yes	low files/mailboxes/working with children
Balancing	Yes	working with children
Squat	Yes	working with children
Climb	Yes	climbing stairs
Shoulder level	Yes	to get books/binders/supplies/files
Kneel	Yes	speaking/working with children
Pushing	Yes	pushing carts of supplies, files, donations, meeting items

	Pounds	Comments
Weight Carried	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: January 10, 2022